



Public Health
Prevent. Promote. Protect.

Department of: HEALTH

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Board of Chosen Freeholders County of Burlington New Jersey



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DORMITORY

Supervisor: **Shelter Manager/Incident Commander**

Mission:	Dormitory management includes setting up sleeping areas in dormitory style, assigning sleeping areas, and coordination with the Logistics staff or Shelter Managers for cots, blankets, comfort kits -- if appropriate and if available.
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Activation (Phase I & II)

- When designating space within the dormitory/sleeping area; consider allocating separate space for families with small children, the elderly and those with special needs.
- Consider any unique specifics due to the particular incident, i.e., in hurricanes, consider that shelter residents may be placed into confined areas of less than 10 square feet per person until the storm is over.
- Ensure that planning includes access to and movement within the building for persons with disabilities.
- Discuss with the Logistics worker or the Shelter Manager the procurement of cots and blankets.

Operation (Phase III)

- Close the dormitory only after all equipment is properly disposed of, and the area is cleaned and returned to pre-disaster condition.
- Participate in end of shift meetings to reduce secondary traumatic stress and to provide peer support

Deactivation (Phase IV)

- Clean-up dormitory area
- Repackage and return unused supplies to Logistics Officer
- Complete all required documentation
- Submit all documentation
- Participate in recovery activities if needed
- Leave site